



The Carlsbad Recreation Department currently has an opening for a

RECREATION LEADER – FACILITY ATTENDANT Harding Community Center

**\$8.00 - \$12.00 per hour
(Depending on qualifications)**

Definition

Under general supervision, performs program assistance and/or supervision at an assigned park or recreation center. Has primary responsibility for community centers during the mornings, evening and weekend hours. Recreation Leader is a part-time position*.

Distinguishing Characteristics

This is the entry level in the class series. Positions at this level usually perform most of the duties required of the Senior Recreation Leader – Senior Facility Attendant, yet are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have limited related work experience.

Examples of Duties

Performs facility set-ups and tear-downs; Issues recreation and athletic equipment and makes sure equipment is return in good condition; Oversees activities in the gymnasium; Performs basic custodial duties as needed; Administers simple first-aid as needed; Provides staff support for Special Events; Serves as public relations person for the department; Responsible for proper opening and closing of buildings, including locks, alarms, etc.; See that buildings and grounds are clean and well maintained; Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Knowledge of the basic philosophy of recreation; Principles and procedures of record keeping; Basic mathematical principles; Basic first aid methods and techniques; Safety precautions and procedures; Rules and equipment pertaining to various games.

Skill to:

Operate modern office equipment

Ability to:

Learn pertinent procedures, functions quickly and apply them without immediate supervision; Maintain accurate records; Plan and organize work to meet schedules and timelines; Understand and follow oral and written instructions; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; Ability to evaluate emergency situations and act decisively and effectively to resolve them; Communicate clearly and concisely, both orally and in writing.

Experience/Education:

Education – Must have high school diploma or G.E.D. equivalent. Some college work preferred.

License or Certificate:

Possession of, or ability to obtain, a valid Class C California Driver's License.

Possession of, or ability to obtain, CPR and first aid certification.

Special Requirements:

Must have had experience working with the public.

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 50 lbs. +; exposure to outdoors; ability to travel to different sites and locations.

Special Conditions:

Must be available to work flexible schedule, as well as mornings, nights, weekends, and holidays; must provide own transportation; must meet State of California Tuberculosis test requirements; must have valid California State Drivers License and be over 18 years of age.

Required Apparel

Person hired must wear standard apparel as prescribed by the Recreation Department

***Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

APPLICATION PROCEDURE – APPLY AT HARDING COMMUNITY CENTER, 3096 HARDING STREET, CARLSBAD, **DEADLINE: OPEN UNTIL FILLED.** CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT BONNIE ELLIOTT, (760) 602-7515.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS